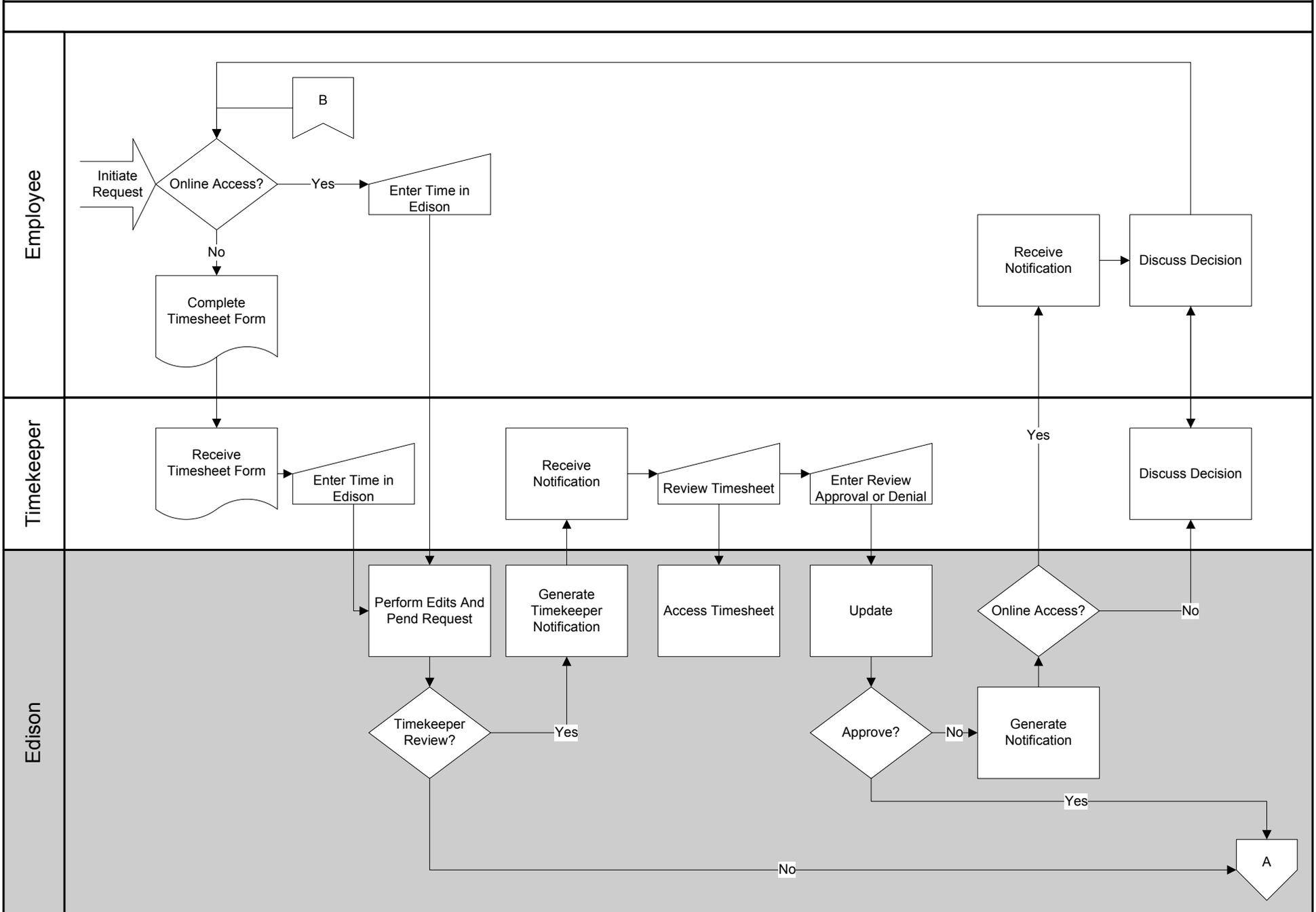
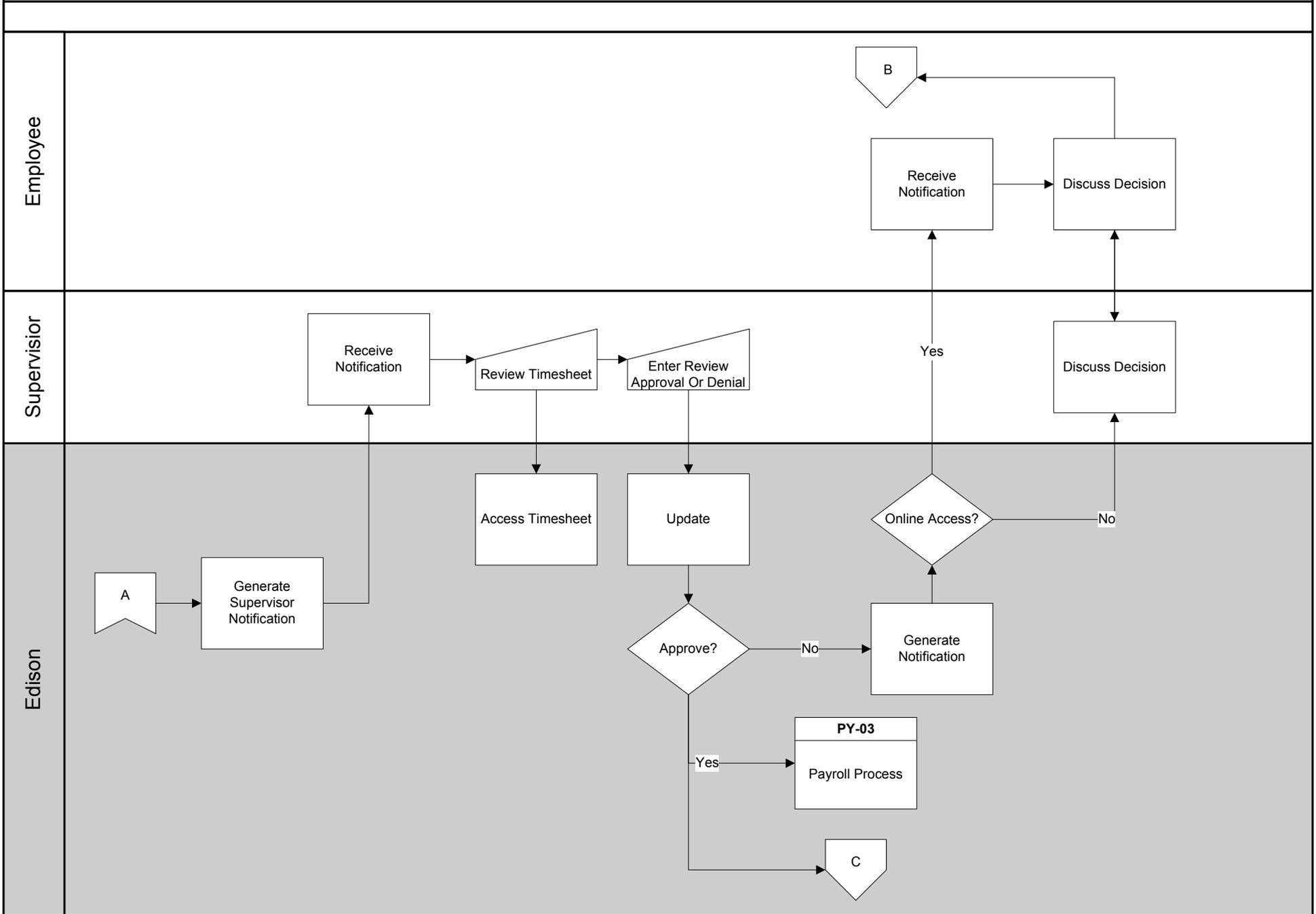
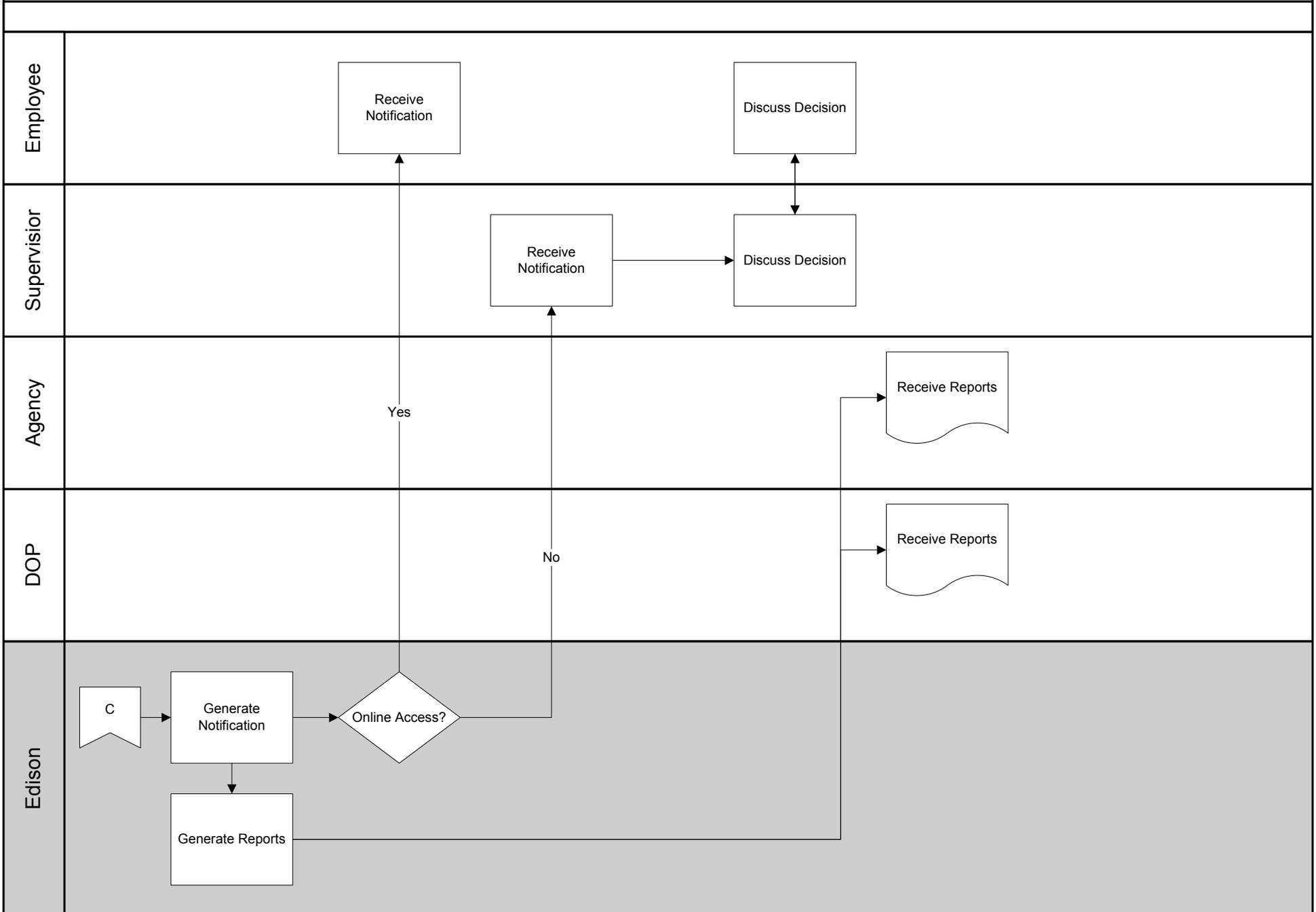


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|---|----------------------|---|----------------------|
| Process Name: Timekeeping/Leave Accounting | | Process Identifier: TL | |
| Sub-Process Name: Leave and Overtime Request | | Sub-Process Identifier: TL-01 | |
| Sub-Process Purpose and Objectives: Process Leave and Overtime Requests | | | |
| Sub-Process Description: Employee initiates a request to their supervisor for leave usage or to work overtime. If the employee has access to Edison, the employee will enter the request into Edison, identifying the date(s) and time period of the request. If the employee does not have access to Edison, the employee will submit the request on an Edison defined form to the timekeeper, who will key the request into Edison. Edison will perform edits on the request and send a notification to the supervisor for review. The supervisor enters the approval or denial with electronic approval into Edison. Edison generates a notification to the employee of the decision. If the employee does not have access to Edison, the supervisor will inform the employee of the decision. If the leave or overtime is approved, the leave or overtime requested will automatically update the timesheet. | | | |
| Sub-Process Trigger(s): <ul style="list-style-type: none"> Initiate Request | | Key Sub-Process Participants: <ul style="list-style-type: none"> Employee Timekeeper Supervisor | |
| Inputs: | | | |
| Input | Format | Volume/Time | Suppliers |
| Leave or Overtime Request | Online | Varies per pay period | Employee, Timekeeper |
| Leave or Overtime Approval | Online | Varies per pay period | Supervisor |
| Outputs: | | | |
| Output | Format | Volume/Time | Recipients |
| E-mail Notifications | Electronic | Varies per pay period | Employee, Supervisor |
| Performance Measures Tracked: | | | |
| Measure | Current Value | | Target Value |
| | | | |

| Law, Policy, or Statute Site That Govern Sub-Process: | |
|--|--|
| Law, Policy, or Statute | Change Required (Yes/No)? |
| DOP Attendance and Leave Policy | No |
| Key Assumptions: | |
| <ul style="list-style-type: none"> • Non-Executive Branch agencies will be able to use the system. • Leave requests and overtime requests can be entered in advance of the payroll period. | |
| Improvements: | |
| <ul style="list-style-type: none"> • Automates a manual process. • Provides for immediate notification of supervisor's decision. | |
| Change Management Concerns: | Communication Actions: |
| <ul style="list-style-type: none"> • Employees entering leave and overtime requests through ESS. | <ul style="list-style-type: none"> • Train employees on ESS |
| Eliminated Non-Core Systems: | |
| <ul style="list-style-type: none"> • Time and Leave system used by the Department of Treasury. • Time Entry System used by TDOT. • Time and Leave systems by other non-Executive Branch agencies. | |





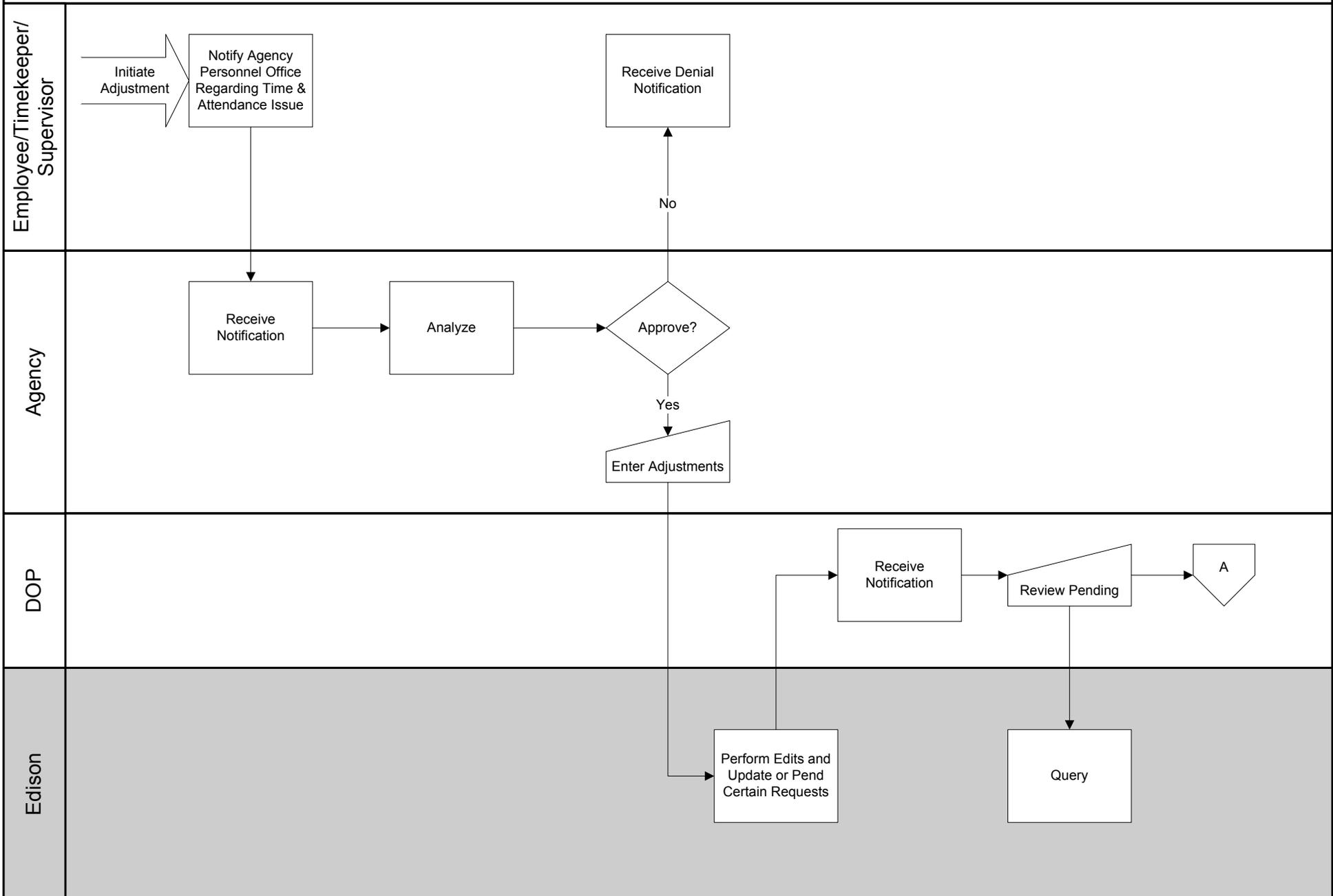


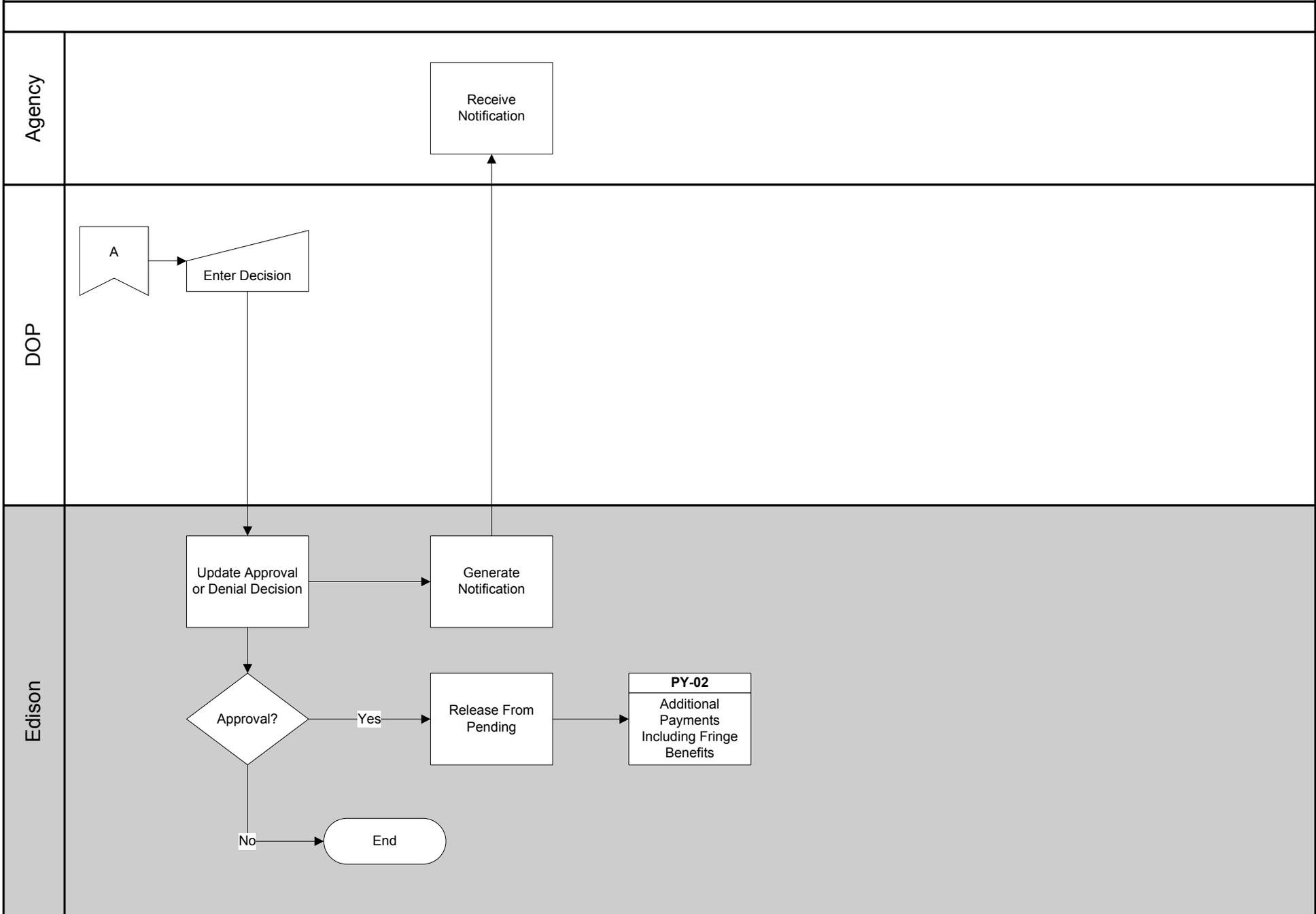
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| Process Name: Timekeeping/Leave Accounting | | Process Identifier: TL | |
| Sub-Process Name: Time Entry | | Sub-Process Identifier: TL-02 | |
| Sub-Process Purpose and Objectives: Process time and leave in preparation for payroll processing. | | | |
| <p>Sub-Process Description: The employee enters any time and leave occurrences into Edison. Edison will allow timesheets to flow directly to the supervisor or to a timekeeper after an employee enters a timesheet. If the employee does not have access to Edison, the employee's timekeeper will update the timesheet from the completed hard-copy Leave and Overtime Request. If the employee had leave or overtime approved in advance in the Leave and Overtime Request process, this information will appear on the timesheet and will not have to be entered again. Edison will edit the timesheet as updates are made and provide feedback to the employee or timekeeper if errors occur.</p> <p>Once all updates are made, the employee and/or timekeeper will enter an electronic approval (submit the timesheet) indicating that they are finished with all updates. The timesheet will be sent to the supervisor through workflow for approval. If the supervisor needs to make a correction, the employee or timekeeper will be notified to make the correction in Edison. Once all corrections are made, the supervisor will enter an electronic approval on the timesheet, and the timesheet will be routed to Payroll for processing. Only timesheets approved by an appropriate supervisor will be approved for payment. An electronic notification will be sent to the employee and the timekeeper when timesheets are approved.</p> <p>Reports will be generated that identify employee timesheets with errors or timesheets that have not been approved. A history record of the entire timesheet (not just exceptions) will be maintained in the system. Certain back-up documentation (requests for extended leave, military orders, etc.) will be imaged and attached to the timesheet.</p> | | | |
| Sub-Process Trigger(s): | | Key Sub-Process Participants: | |
| <ul style="list-style-type: none"> Initiate Time | | <ul style="list-style-type: none"> Employee Timekeeper Supervisor Agency Personnel | |
| Inputs: | | | |
| Input | Format | Volume/Time | Suppliers |
| Time and Leave Updates | Online | 50,000 per pay period | Employees, Timekeeper, Supervisor, Agency |

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| Process Name: Timekeeping/Leave Accounting | | Process Identifier: TL | |
| Sub-Process Name: Time Entry | | Sub-Process Identifier: TL-02 | |
| Electronic Approvals | Online | 50,000 per pay period | Employee, Timekeeper, Supervisor, Agency |
| Outputs: | | | |
| Output | Format | Volume/Time | Recipients |
| Error and Unapproved Report | Electronic | Several Per Pay Period | Supervisor, Agency, Personnel |
| Performance Measures Tracked: | | | |
| Measure | Current Value | Target Value | |
| Process all Timesheets in time for payroll | N/A | 100% | |
| Law, Policy, or Statute Site That Govern Sub-Process: | | | |
| Law, Policy, or Statute | | | Change Required (Yes/No)? |
| Laws, Regulations, and Policies That Govern Sub-Process: DOP Attendance and Leave Policies and Procedures T.C.A. chapters and sections that deal with attendance and leave issues include: 2-9-103 Voting Machine Technicians (absence from work) 4-4-105 Department office hours - overtime 4-7-109 Temporary retention of disabled member on payroll 4-7-117 Temporary retention of disabled correctional officer or youth service worker 4-21-408 Maternity Leave 8-23-201 Compensation for extra services 8-30-215 Hours of work, attendance and leaves of absence 8-33-101 – 8-33-109 Employees in Military Service 8-36-805 Reemployment permitted (retired employees) | | | No |

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| Process Name: Timekeeping/Leave Accounting | | Process Identifier: TL | |
| Sub-Process Name: Time Entry | | Sub-Process Identifier: TL-02 | |
| <p>8-50-109 Leave of absence for officers of employee associations 8-50-110 Use of annual leave to attend a statewide meeting of employee association 8-50-111 Disabling assault injuries in the line of duty – Retention on regular payroll 8-50-113 Bereavement Leave 8-50-801 – 8-50-810 Leave for State Employees 15-1-101 Legal Holidays 22-4-108 Civil Leave</p> <p>Family and Medical Leave Act (FMLA) Federal Regulations Fair Labor Standards Act (FLSA) Federal Regulations</p> | | | |
| <p>Key Assumptions:</p> <ul style="list-style-type: none"> • Edison will be able to support all edits related to processing time and leave for various types of employees. • Most employees will process their time and leave on an exception basis. Edison will recognize regular and irregular schedules for employees. • Individual agencies will determine whether employees will have access to update their own timesheets or whether timekeepers will be assigned to enter updates for groups of employees. | | | |
| <p>Improvements:</p> <ul style="list-style-type: none"> • All time and leave updates will be made in Edison. • All timesheets will be stored in the system. • Back-up documentation will be imaged and stored as an attachment to the appropriate timesheet. | | | |
| <p>Change Management Concerns:</p> <ul style="list-style-type: none"> • Training employees to access ESS for time information. | | <p>Communication Actions:</p> <ul style="list-style-type: none"> • Train employees on ESS | |

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| Process Name: Timekeeping/Leave Accounting | Process Identifier: TL |
| Sub-Process Name: Time Entry | Sub-Process Identifier: TL-02 |
| Eliminated Non-Core Systems: <ul style="list-style-type: none">• Time and Leave system used in Department of Treasury.• Time Entry System used in TDOT.• Time and Leave systems in other non-Executive Branch agencies. | |

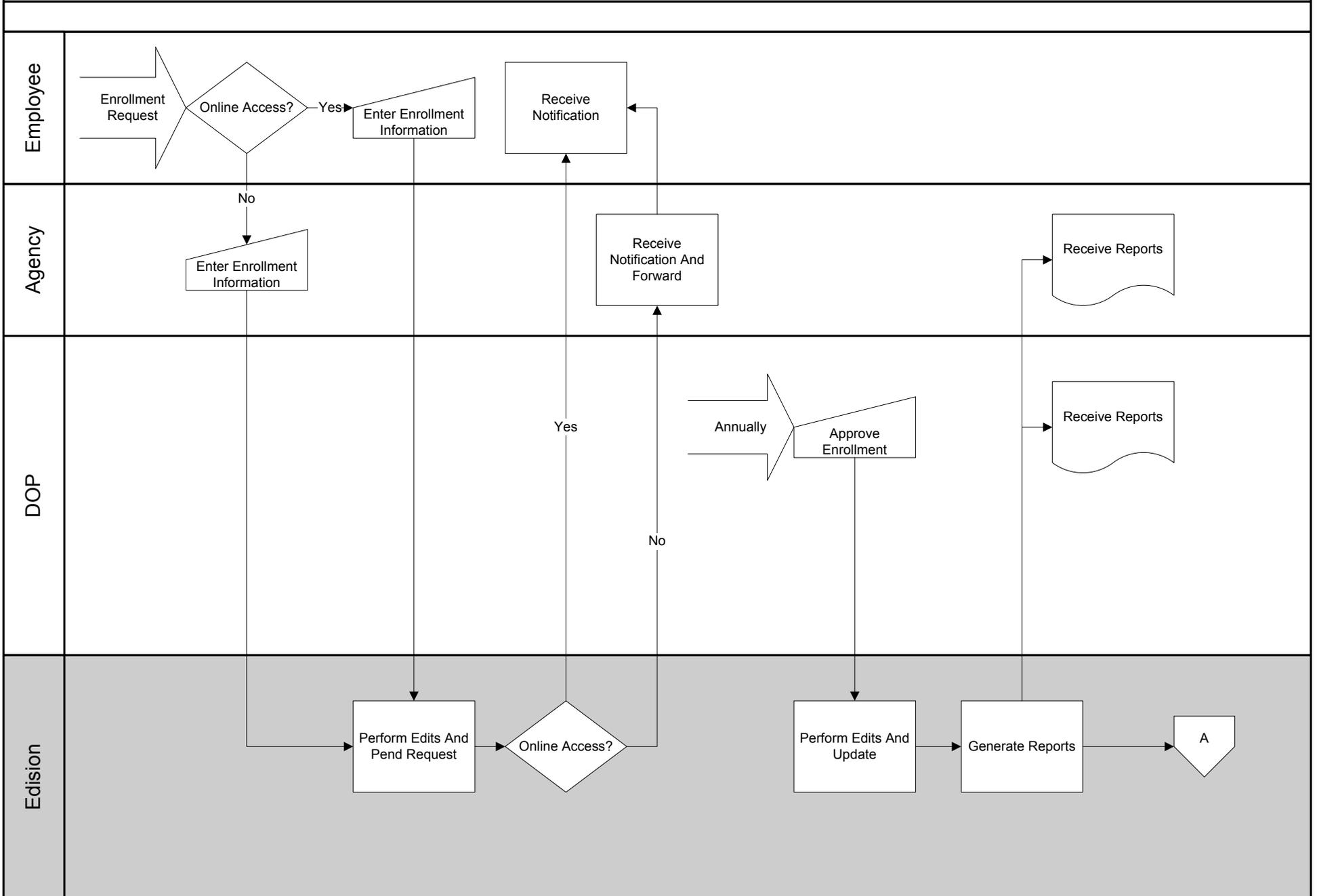


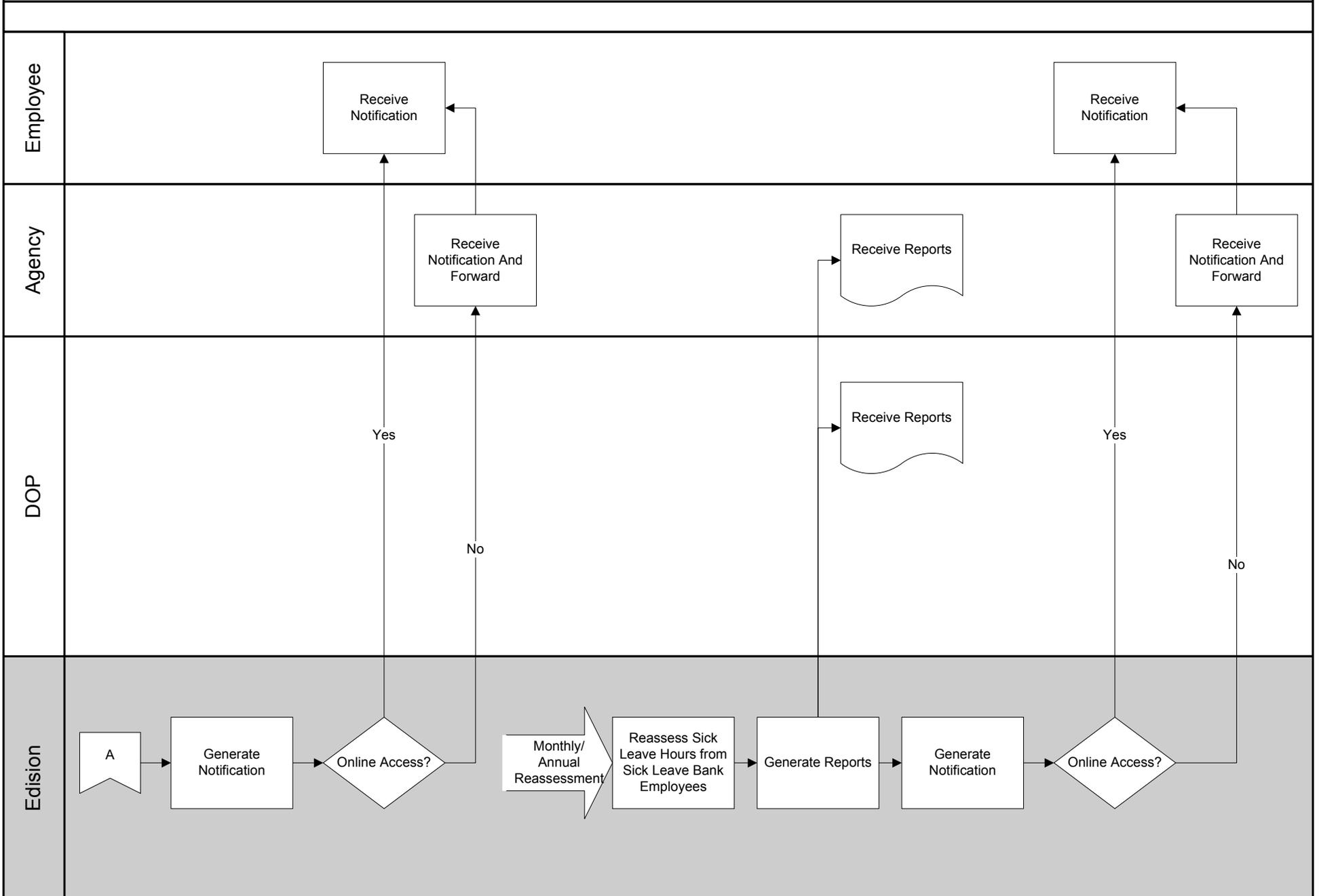


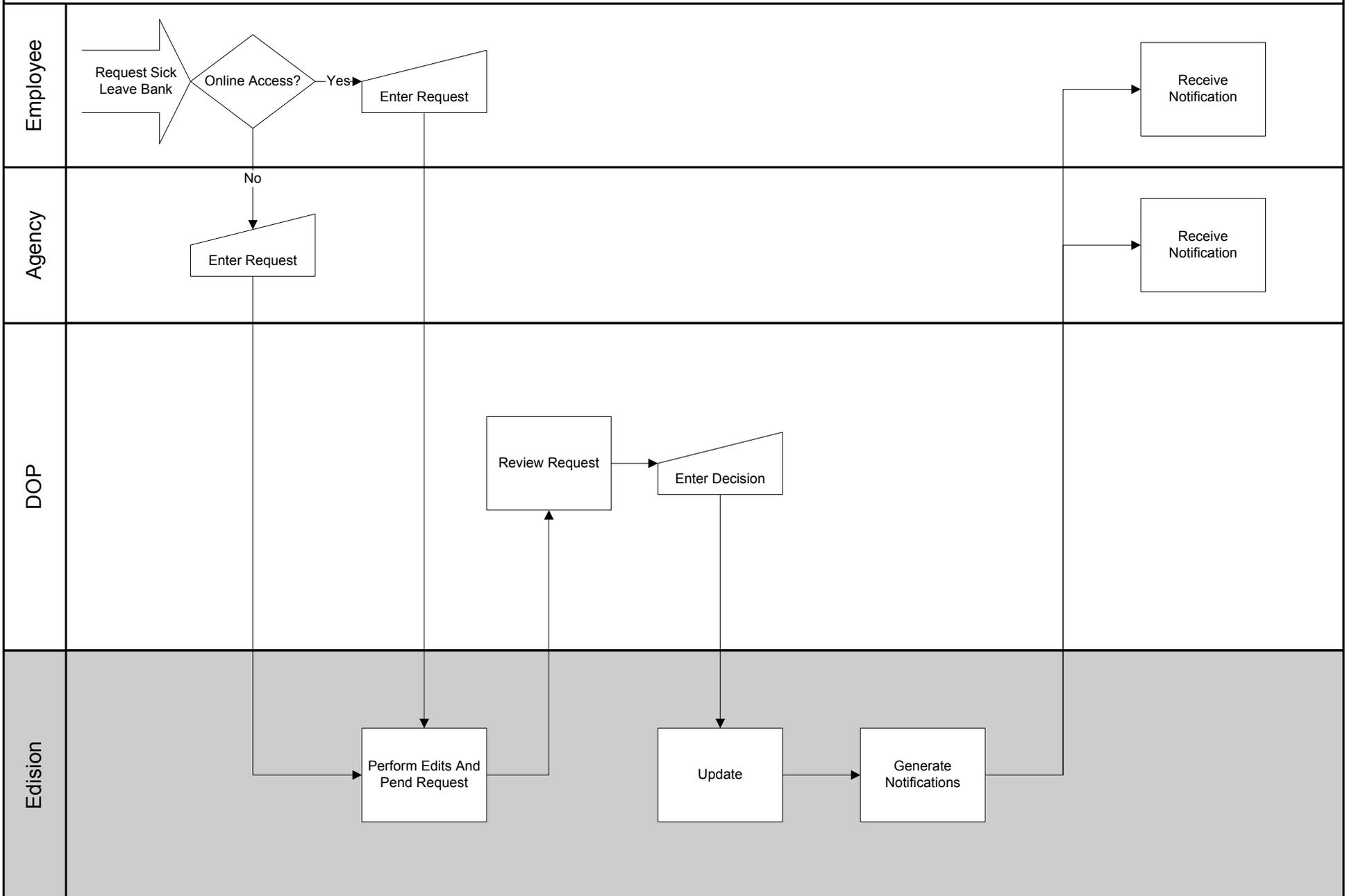
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|---|----------------------|--|-------------------|
| Process Name: Timekeeping/Leave Accounting | | Process Identifier: TL | |
| Sub-Process Name: Time and Attendance Adjustments | | Sub-Process Identifier: TL-03 | |
| Sub-Process Purpose and Objectives: Process adjustments to timesheet data from prior payroll cycles. | | | |
| <p>Sub-Process Description: Employee, timekeeper or supervisor identifies a time or leave adjustment and notifies the agency. The agency will analyze the adjustment and, if approved, will enter the adjustment into Edison. Edison will perform all appropriate edits to determine the accuracy of the adjustment. If denied, the agency will notify the employee, timekeeper or supervisor. Once the adjustment is entered, Edison will determine which adjustments require review by the Department of Personnel (DOP) and will generate a notification. DOP will analyze the request and enter a decision into Edison. Edison will generate a notification to appropriate staff in the agency (employee, timekeeper, supervisor, and/or agency). If approved, Edison will release the adjustment request from a pending status. If the adjustment creates an underpayment or overpayment to the employee, the process will transfer to Payroll's Additional Payments including Fringe Benefits (PY-02) process.</p> <p>Retroactive adjustments entered in this process will adjust subsequent pay periods as necessary. Certain back-up documentation (i.e., verification form for sick leave reinstatement) will be imaged and attached to the adjustment transaction in Edison.</p> | | | |
| Sub-Process Trigger(s): <ul style="list-style-type: none"> Initiate Adjustment | | Key Sub-Process Participants: <ul style="list-style-type: none"> Employee, Timekeeper, Supervisor Agency Personnel | |
| Inputs: | | | |
| Input | Format | Volume/Time | Suppliers |
| Time and Attendance Adjustment | Online | 4,500 per year | Agency |
| Adjustment Decision | Online | 4,500 per year | Personnel |
| Outputs: | | | |
| Output | Format | Volume/Time | Recipients |
| Adjusted Time Entry Record | | 4,500 per year | |
| Performance Measures Tracked: | | | |
| Measure | Current Value | Target Value | |
| Time entry record acted upon | | Within three days | |
| Law, Policy, or Statute Site That Govern Sub-Process: | | | |

| Process Name: Timekeeping/Leave Accounting | Process Identifier: TL | |
|---|--------------------------------------|----------------------------------|
| Sub-Process Name: Time and Attendance Adjustments | Sub-Process Identifier: TL-03 | |
| Law, Policy, or Statute | | Change Required (Yes/No)? |
| <p>DOP Attendance and Leave Policies and Procedures T.C.A. chapters and sections that deal with attendance and leave issues include: 2-9-103 Voting Machine Technicians (absence from work) 4-4-105 Department office hours - overtime 4-7-109 Temporary retention of disabled member on payroll 4-7-117 Temporary retention of disabled correctional officer or youth service worker 4-21-408 Maternity Leave 8-23-201 Compensation for extra services 8-30-215 Hours of work, attendance and leaves of absence 8-33-101 – 8-33-109 Employees in Military Service 8-36-805 Reemployment permitted (retired employees) 8-50-109 Leave of absence for officers of employee associations 8-50-110 Use of annual leave to attend a statewide meeting of employee association 8-50-111 Disabling assault injuries in the line of duty – Retention on regular payroll 8-50-113 Bereavement Leave 8-50-801 – 8-50-810 Leave for State Employees 15-1-101 Legal Holidays 22-4-108 Civil Leave</p> <p>Family and Medical Leave Act (FMLA) Federal Regulations Fair Labor Standards Act (FLSA) Federal Regulations</p> | | No |
| <p>Key Assumptions:</p> <ul style="list-style-type: none"> • Edison will be able to adjust subsequent timesheets accurately when retroactive adjustments are entered. • Edison will be able to determine overpayments or underpayments accurately based on time and attendance laws, rules and policies. | | |

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| Process Name: Timekeeping/Leave Accounting | Process Identifier: TL |
| Sub-Process Name: Time and Attendance Adjustments | Sub-Process Identifier: TL-03 |
| Improvements: <ul style="list-style-type: none">Automating a completely manual process.Allows the system to edit adjustments based on time and attendance laws, rules and policies. | |
| Change Management Concerns: <ul style="list-style-type: none">Automating a manual process. | Communication Actions: <ul style="list-style-type: none">Training agencies on the new process for making corrections to an employee's time and attendance record. |
| Eliminated Non-Core Systems: <ul style="list-style-type: none">Time and Leave system used in Department of Treasury.Time Entry System used in TDOT.Possibly Time and Leave systems in other Non-Executive Branch agencies. | |



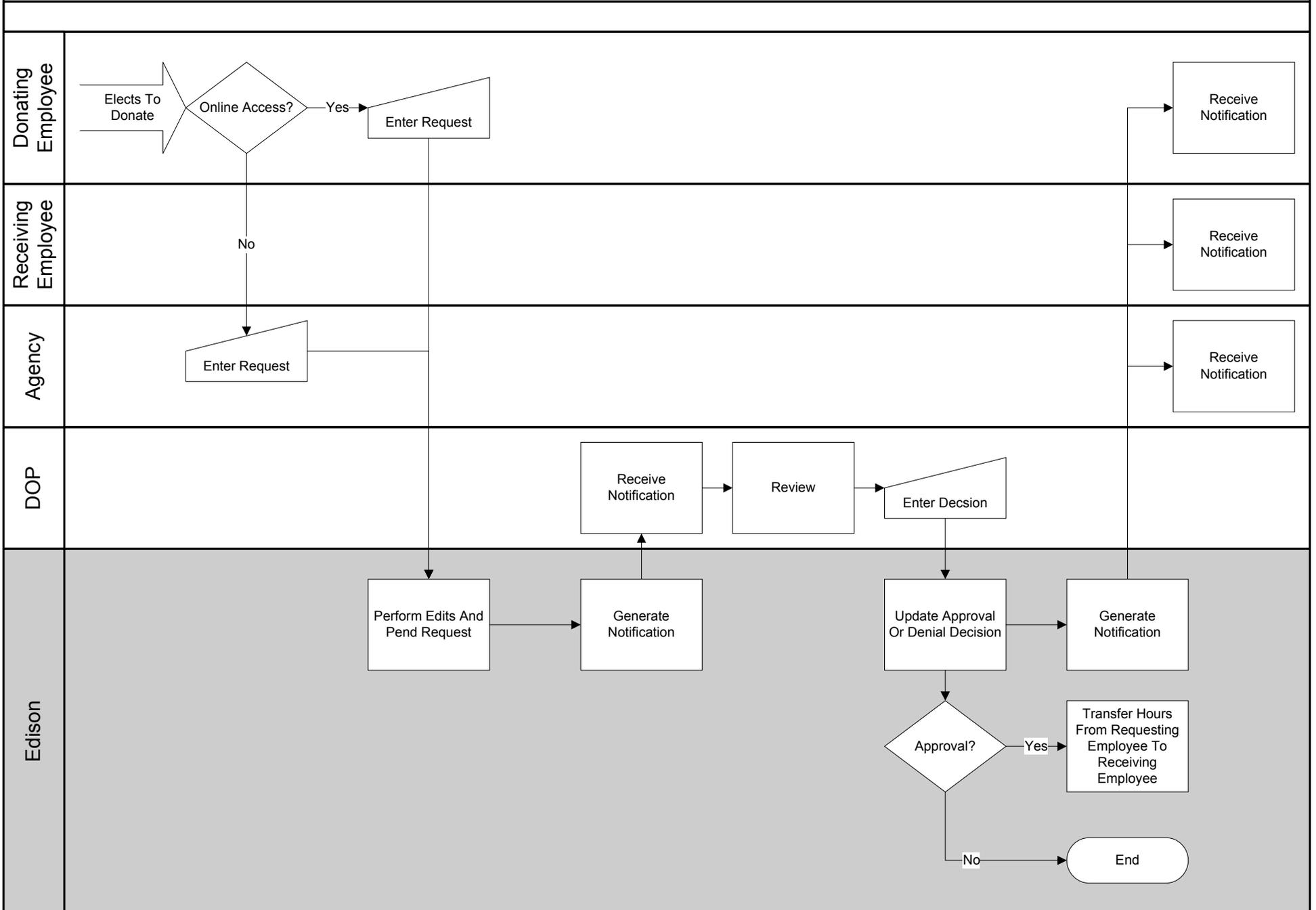




| Process Name: Timekeeping/Leave Accounting | | Process Identifier: TL | |
|---|------------------------|---|---------------------|
| Sub-Process Name: Sick Leave Bank | | Sub-Process Identifier: TL-04 | |
| Sub-Process Purpose and Objectives: Maintain sick leave membership, balances, and payments to eligible employees. | | | |
| <p>Sub-Process Description: Employee enrolls in the Sick Leave Bank during user defined dates. If the employee has personal computer access, the employee will enter the enrollment request using ESS. If not, the employee's agency will enter the enrollment from an Edison defined form submitted by the employee. Edison will perform edits, pend the request and send notifications to the employee. Annually the Department of Personnel (DOP) will run enrollment for all employees in Edison. Edison will generate reports for the agency and DOP, and notification to the employee. A second enrollment will be run as necessary. Also annually, a reassessment will be run to deduct sick leave hours from current Sick Leave Bank employees. This process will generate reports and notification to the employee. Additional reassessments will be run monthly to capture hours for employees who may not have had enough hours in the first run. Employees who continue to be unable to be reassessed after one year will be removed from the Bank.</p> <p>Employees in the Bank may request sick leave from the bank based on specific guidelines. If the employee has access to Edison, the employee will enter the request for sick leave into Edison and appropriate documentation will be submitted by the physician directly to DOP. If the employee does not have access to Edison, the employee will submit a request to DOP and DOP will enter the request into Edison. Edison will perform appropriate edits. DOP will review the request in Edison and enter a decision. Edison will update the approval, update the timesheet appropriately, and generate notification to the agency and employee. If the approval affects a prior pay period, the process will transfer to Payroll.</p> | | | |
| <p>Sub-Process Trigger(s):</p> <ul style="list-style-type: none"> • Enrollment Request • Annual Enrollment • Annual Reassessment • Request for Sick Leave Bank Hours | | <p>Key Sub-Process Participants:</p> <ul style="list-style-type: none"> • Employee • Agency • Personnel | |
| Inputs: | | | |
| Input | Format | Volume/Time | Suppliers |
| Enrollment Request | Online | App. 2000 per year | Employee, Personnel |
| Annual Enrollment | Online Mass Adjustment | App. 2000 per year | Personnel |
| Reassessment | Online Mass Adjustment | App. 19,500 per year | Personnel |
| Request to Use Sick Bank Leave | Online | App. 600 per year | Employee, Agency |

| | | | |
|---|---------------|---|----------------------------------|
| Process Name: Timekeeping/Leave Accounting | | Process Identifier: TL | |
| Sub-Process Name: Sick Leave Bank | | Sub-Process Identifier: TL-04 | |
| Bank Usage Decision | Online | Average of 4 decisions per use = 20,000 per year. | Personnel |
| Outputs: | | | |
| Output | Format | Volume/Time | Recipients |
| Reports | Electronic | | Agency, Personnel |
| E-mail Notifications | Electronic | App. 40,000 per year | Employee, Agency, Personnel |
| Performance Measures Tracked: | | | |
| Measure | | Current Value | Target Value |
| | | | |
| Law, Policy, or Statute Site That Govern Sub-Process: | | | |
| Law, Policy, or Statute | | | Change Required (Yes/No)? |
| TCA 8-50-802 & 901-910, DOP Rules 1120-6 & 1120-9, DOP Policies 94-026 & 04-024, F & A Payroll procedures | | | No |
| Key Assumptions: | | | |
| <ul style="list-style-type: none"> Edison will track information for all Sick Leave Bank Employees. | | | |
| Improvements: | | | |
| <ul style="list-style-type: none"> Automate enrollment and usage processes. E-mail notifications to inform employee when reassessments are run. | | | |
| Change Management Concerns: | | Communication Actions: | |
| <ul style="list-style-type: none"> Automating a manual process. | | <ul style="list-style-type: none"> Training employees to enter enrollment information in ESS. Training agencies on the new sick leave bank process. | |

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|---|--------------------------------------|
| Process Name: Timekeeping/Leave Accounting | Process Identifier: TL |
| Sub-Process Name: Sick Leave Bank | Sub-Process Identifier: TL-04 |
| Eliminated Non-Core Systems: <ul style="list-style-type: none">• Internal DOP system (Abacus). | |



| | | | |
|---|----------------------|--|----------------------------------|
| Process Name: Timekeeping/Leave Accounting | | Process Identifier: TL | |
| Sub-Process Name: Sick Leave Transfer | | Sub-Process Identifier: TL-05 | |
| Sub-Process Purpose and Objectives: Transfer leave between eligible employees to provide extended medical leave. | | | |
| Sub-Process Description: Employee decides to donate leave to another state employee. If the employee has access to Edison, the employee will enter the request into Edison. Edison will perform edits, pend the request and notify the Department of Personnel (DOP). DOP will review the pending request and request a physician's certification from the receiving employee. Once the physician's certification is received and approved to receive donated leave, DOP will enter the decision into Edison. For approved requests, Edison will transfer appropriate sick leave from the donating employee to the receiving employee's sick leave balance and update the receiving employee's timesheet. Edison will generate notifications to the agency and the employee. | | | |
| Sub-Process Trigger(s): <ul style="list-style-type: none"> Employee initiates donation by completing donation online or on hard-copy Edison defined form. | | Key Sub-Process Participants: <ul style="list-style-type: none"> Employee Agency Personnel | |
| Inputs: | | | |
| Input | Format | Volume/Time | Suppliers |
| Request to Donate Sick Leave | Online | 200 per year | Employee |
| Entry of Donated Sick Leave | Online | 100 per year | Agency |
| Approval of Donated Sick Leave | Online | 100 per year | Personnel |
| Outputs: | | | |
| Output | Format | Volume/Time | Recipients |
| Track Specific Information | Reports | Each Pay Period | Personnel |
| Performance Measures Tracked: | | | |
| Measure | Current Value | Target Value | |
| Upon receipt of medical documentation, how long to execute transfer of leave | | Within three working days | |
| Law, Policy, or Statute Site That Govern Sub-Process: | | | |
| Law, Policy, or Statute | | | Change Required (Yes/No)? |

| | | | |
|--|--|---|----|
| Process Name: Timekeeping/Leave Accounting | | Process Identifier: TL | |
| Sub-Process Name: Sick Leave Transfer | | Sub-Process Identifier: TL-05 | |
| DOP Attendance and Leave Policies and Procedures T.C.A. chapters and sections that deal with attendance and leave issues include: 8-50-801 – 8-50-810 Leave for State Employees | | | No |
| Key Assumptions: | | | |
| <ul style="list-style-type: none"> Edison will be able to automatically transfer sick leave balances appropriately. Edison will track history information for all donating or receiving employees. | | | |
| Improvements: | | | |
| <ul style="list-style-type: none"> Automate a completely manual process. Track information for reporting purposes. | | | |
| Change Management Concerns: | | Communication Actions: | |
| <ul style="list-style-type: none"> Automating a manual process. | | <ul style="list-style-type: none"> Training employees to enter sick leave donation form in ESS. Training agencies on the new sick leave transfer process. | |
| Eliminated Non-Core Systems: | | | |
| <ul style="list-style-type: none"> Spreadsheets in DOP | | | |